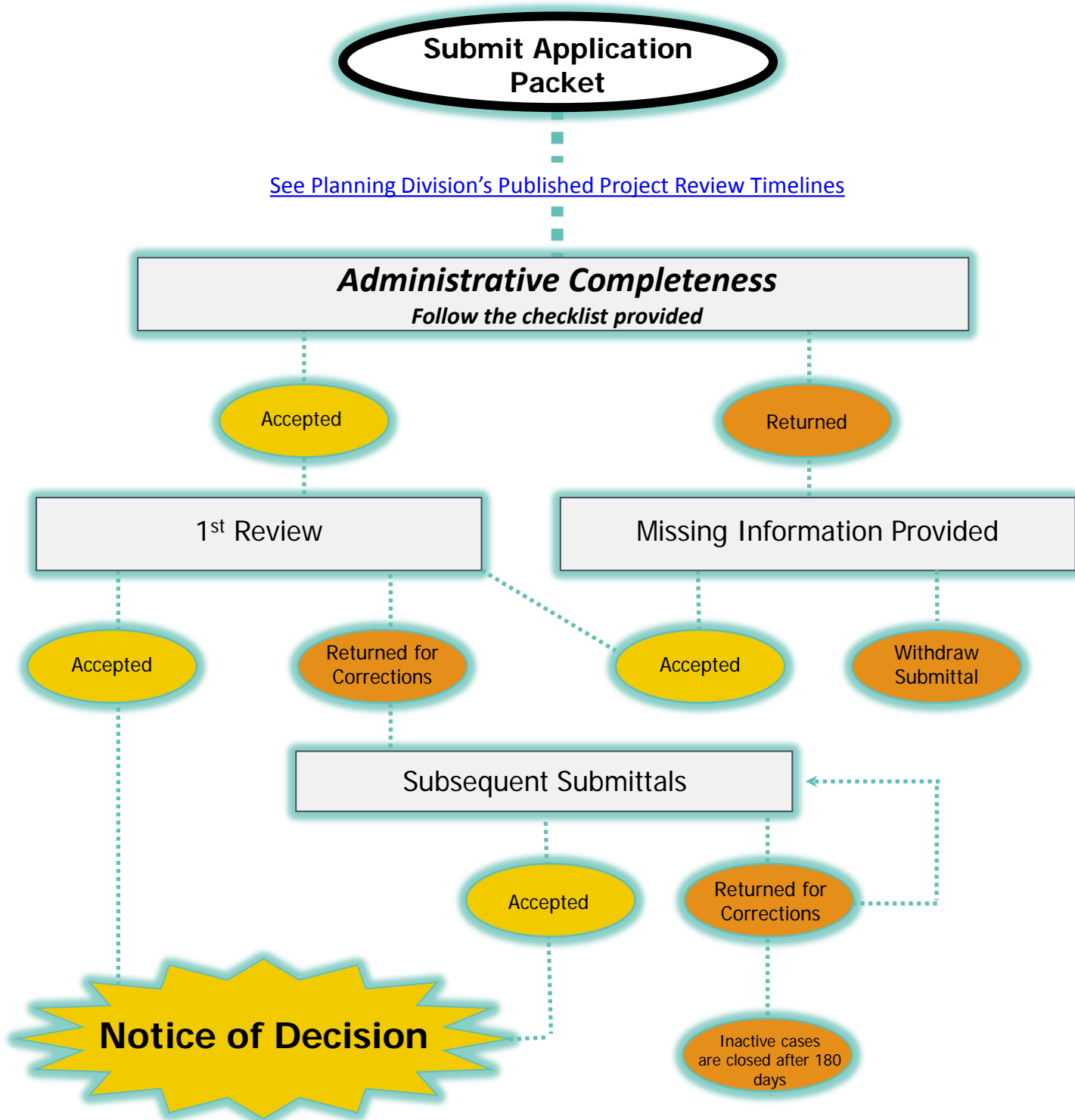


# Design Review Comprehensive Sign Program/Heritage Sign Plan/Master Sign Plan Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)



\*\*The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.\*\*

# **Design Review Comprehensive Sign Program/Heritage Sign Plan/Master Sign Plan Amendment Administrative Minor**

**(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)**

- Must have an approved Comprehensive Sign Program, Heritage Sign Plan or Master Sign Plan in order to use this application for changes to the text, matrix/graph or chart, sign details that do not affect the physical location of the sign on the site.
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)

## **Design Review Comprehensive Sign Program/Heritage Sign Plan/Master Sign Plan Amendment Administrative Minor**

### **Submittal Formatting, Required Materials and Checklist:**

- ☐ Over the Counter Submittal:
  - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
  - ☐ Submit a hard copy (8.5" x 11" or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
  - ☐ **Purge** images of unnecessary blocks and layers (single layer).
  - ☐ **Save each exhibit as a separate PDF per document naming below.**

### **Document Naming:**

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Sign Plan Text
- ☐ Exhibit 5: Site Plan/Sign Key Map
- ☐ Exhibit 6: Sign Details
- ☐ Exhibit 7: Materials/Color Board
- ☐ Exhibit 8: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association (if applicable)

### **Checklist**

- ☐ **Exhibit 1: Application**
  - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
  - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
  - ☐ Describe proposed project;
  - ☐ For an amendment, describe the proposed changes;
  - ☐ Complete description of request addressing the evaluation criteria of placement, quantity, size, design features/materials and development standards.
- ☐ **Exhibit 3: Parcel /Aerial Map**
  - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number(s);
  - ☐ Aerial with Parcel Boundary.
- ☐ **Exhibit 4: Sign Plan Text**
  - ☐ Body of text that details the requirements of the Sign Program.
- ☐ **Exhibit 5: Site Plan/Sign Key Map**
  - ☐ Vicinity Map with the site and major streets noted;
  - ☐ Graphic scale, north arrow, exhibit date;
  - ☐ Project data table: existing zoning on site and net site area;
  - ☐ Building footprints with dimensions from property lines;
  - ☐ Placement of existing and proposed freestanding signs and distance from property lines and buildings;
  - ☐ Table itemizing sign type and count proposed;

- ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
- ☐ Adjacent lot lines and/or structures within 300 feet.

☐ **Exhibit 6: Sign Details**

**Wall Mounted Signs**

- ☐ Graphic scale and exterior dimensions of building(s);
- ☐ Accurate building elevation showing sign envelope placement including key such as maximum height of signs, maximum dimensions of signs, distance from finished floor to bottom on sign envelope;
- ☐ Dimension width of individual suites;
- ☐ Method of mounting and illumination; and
- ☐ Dimensions of signs including sign area calculations and sign area.

**Freestanding Signs**

- ☐ Scale and exterior dimensions of sign including sign area calculation;
- ☐ Number of proposed freestanding signs and height of proposed freestanding signs;
- ☐ Number of sign faces;
- ☐ Method of illumination;
- ☐ Scaled elevations; and
- ☐ Proposed frequency and method of change for changeable message signs.

☐ **Exhibit 7: Color and Materials Board**

- ☐ Color & Material Board with samples of materials (including glazing) and colors noting manufacturer name, product ID/Name.

☐ **Exhibit 8: Letter from Architectural Review Committee, Property Owner's Association / Home Owner's Association (if applicable)**

- ☐ Letter from Architectural Review Committee or Property Owner's Association or HOA stating their approval of this project.



## Plan Type: Design Review

### Work Class: Comprehensive Sign Program/Heritage Sign Plan/ Master Sign Plan Amendment Administrative Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

Description (Proposal Name): \_\_\_\_\_

Approved CSP/HSP/MSP File Number: \_\_\_\_\_

Address or Location: \_\_\_\_\_

Request: ☐ Comprehensive Sign Program ☐ Heritage Sign Plan  
☐ Master Sign Plan

Request Summary (briefly describe proposal here and attach a detailed narrative): \_\_\_\_\_

APN/Tax Parcel Numbers: \_\_\_\_\_

Gross/Net Acres: \_\_\_\_\_ Zoning: \_\_\_\_\_

General Plan Character Area: ☐ Santan ☐ Heritage District  
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport  
☐ Vertical Development

Please answer all that apply:

Are you an existing Gilbert Business? ☐ Yes ☐ No

Are you moving to a new Gilbert location? ☐ Yes ☐ No

Are you expanding your business? ☐ Yes ☐ No

#### Property Owner: (All information must be provided)

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

#### Applicant/Contact: (All information must be provided)

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

#### A.R.S. § 9-843. Prohibited acts by municipalities and employees: enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:

Permit Number: \_\_\_\_\_